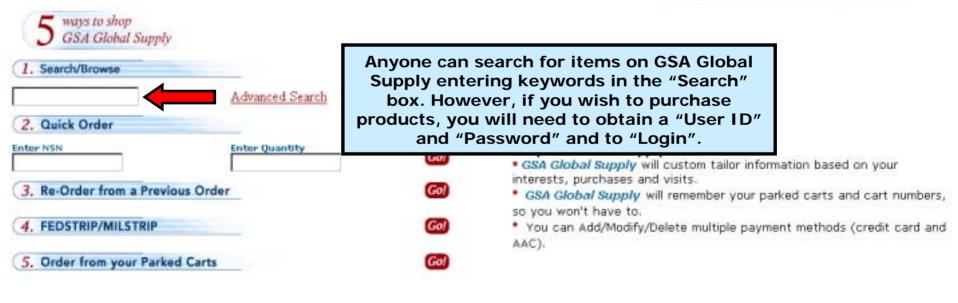
www.GSAglobalsupply.gsa.gov

This basic tutorial will take you step by step through a typical shopping session. The tutorial will also point out many of the exciting features GSA Global Supply has to offer.



Navigation: If the tutorial opens up in your web browser, simply click your mouse to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key. To save the tutorial to your hard drive, right click your mouse over the "Here" link and double click on "Save Target As...". Then select the location on your hard drive to save the file.





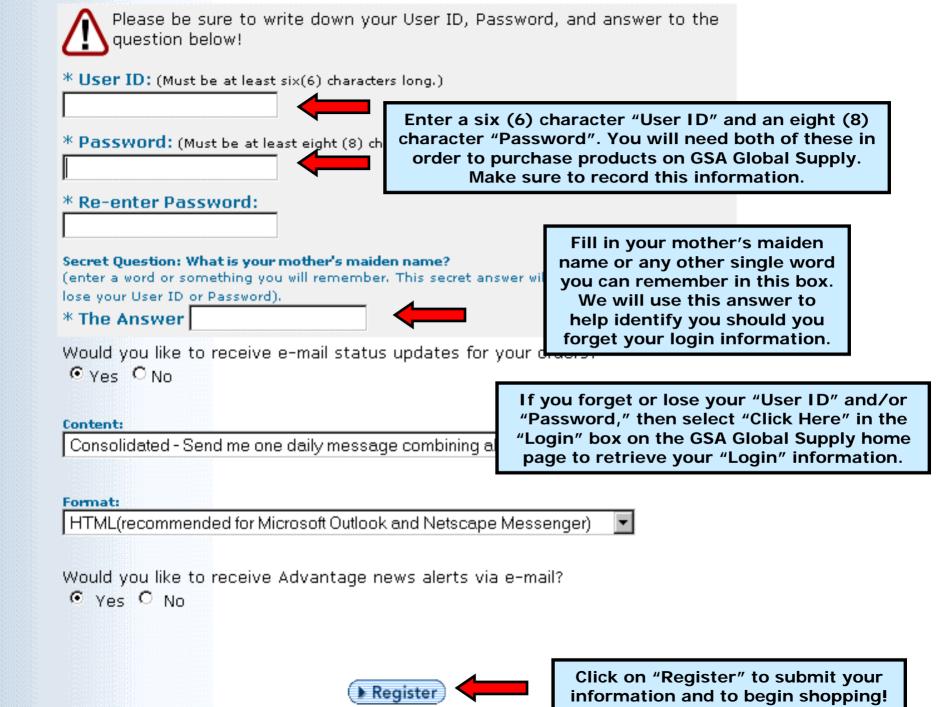


View a Tutorial of the

GSA Global Supply

In order to purchase items and use many of the enhanced features of GSA Global Supply, you must register a unique User ID and a method of payment. If you have Javascript disabled on your browser, by pass the bureau selection and complete the registration, you will be prompted to select a bureau.

- Select -			On the registration form, make sure to fill in all fields marked with an "*". All other fields are optional.	
– Select a Bureau – 🔽				
* First Name :	* Last Name:	_		
Phone:	Fax:			
		Ente	er your shipping address in	
		ti	nis area. This will be the	
nter a U.S. Shipping Address b	elow. This is going to be your default	"de	fault" address where your	
APO/FPO Customers - enter c	ity as APO or FPO, state as AA, AE o		ms will be shipped, unless	
FPO zip code):		you	specify a different address	
	Shipping Address Line2:		during checkout.	
Shipping Address Line 1:				
	,			
City:	State:			
			<u> </u>	
' Zip Code:				
E-mail Address:			Enter a valid e-mail address so) MO PS
			FILLEL A VALIO E-MAIL AUDITESS SC	, we fil





Log att

Your Home

O Your Profiles

WHYour Parked Carts

contains@items/\$0.00

GSA Global Supply

... Your Reliable Government Source

Welcome back John Doe

GSA Global Supply is here!

Welcome to GSA Global Supply -- GSA Global Supply is the source for all your product needs, from paper clips to paint. When you order from GSA Global Supply you can order at any time and are guaranteed full compliance with government acquisition policies and socio-economic regulations. And GSA provides accountability from order initiation through delivery and billing.



Upon entering your "User ID" & "Password" on the "GSA Global Supply Start Page," your personalized home page will be displayed.



Your two most recent orders will be displayed here. To view the order, click on "Details".

Your Recent Order History

Click on any order to: Re-order individual items, citik status, find vendor contact information, reconcile your invites.

Order History Options Search Order History by Date

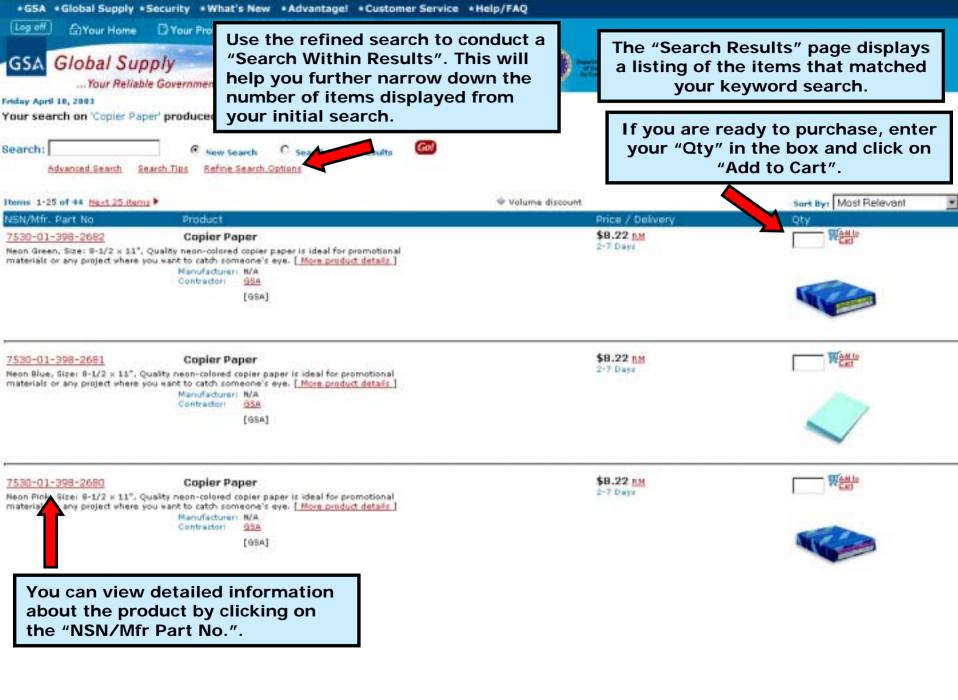
Apr • 18 • 2003 •

Te: Apr ▼ 18 ▼ 2003 ▼ €

Search Order History For: PO number Session Number: 350260

Date: 04/18/03 09:26:58 AM • Details

**Total: \$1,644.00





Description: Pink Organic Products P/N F-900 Torque Seal. An anti-sabotage, inspector's lacquer for use over fasteners to detect warranty tampering, vibration loosening, and sabotage. Use on compression fittings, studs, nuts, parts, and assemblies after they are in proper torque or nosition.

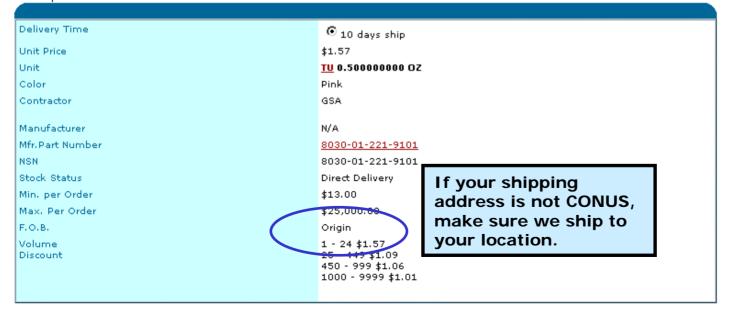
Adheres to metals and most other surfaces. 6-month maximum shelf life (extendable)

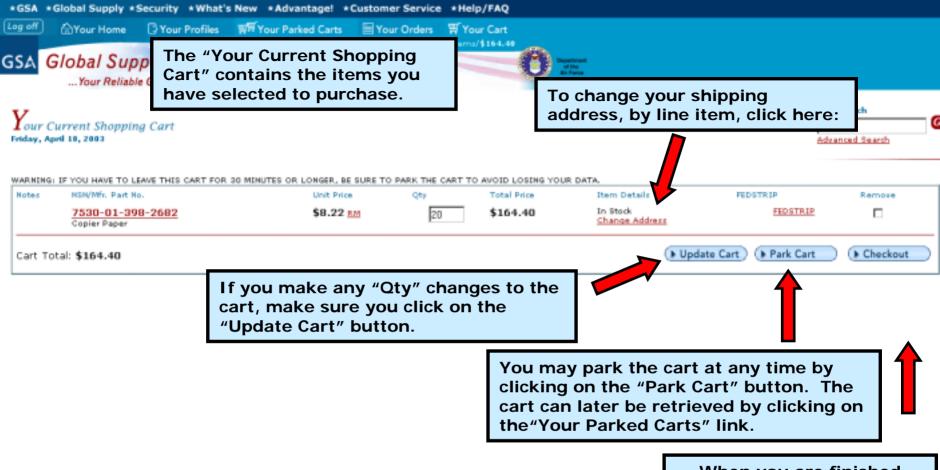
To Order: Select delivery time and click Add. When applicable, discounts will be reflected based upon the quantity ordered.

Quantity : Add to Cart

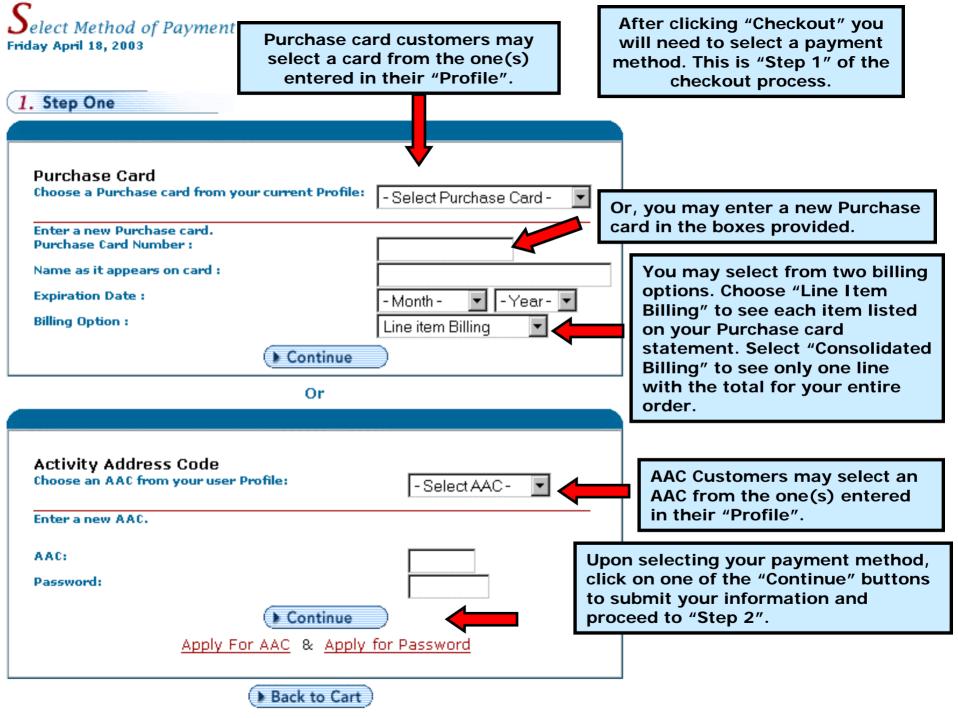
If you are ready to purchase, enter your "Quantity" in the box and click on "Add to Cart".

Description shown above is for contractor: GSA. Click on NSN or Mfr.Part Number below to view other contractor descriptions.





When you are finished shopping, click on the "Checkout" button.



Verify Your AAC Purchase Information Wednesday April 30, 2003

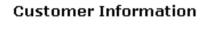
"Step 2" of the checkout process, verifies your personal data and shipping address information.

Check your "Customer

Information". Click on

"Update" to make changes.





First Name: John Last Name: Doe

Phone: 703-555-5555

Fax:

E-Mail: john.doe@gsa.gov

Agency: GSA

▶ Update

Please Enter your Fund Code

Attention DOD Customers: For accounting purposes we are requesting that you provide the proper Fund Code with your order. This two-digit code indicates to GSA that funds are available to pay for the material being ordered, and authorizes its release.

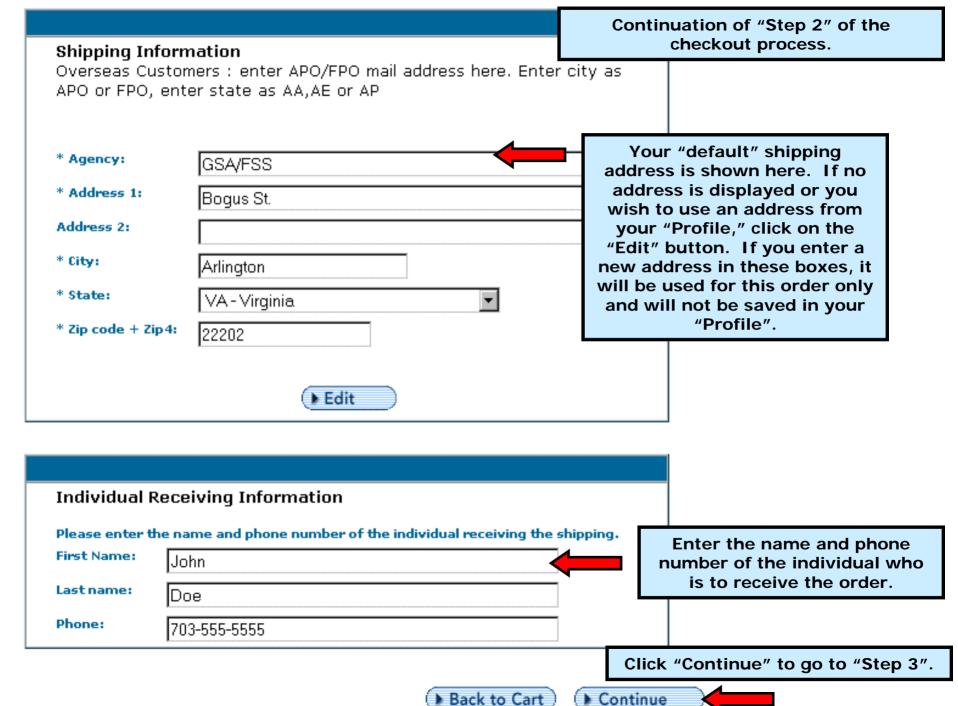
Please verify or enter the fund code below.

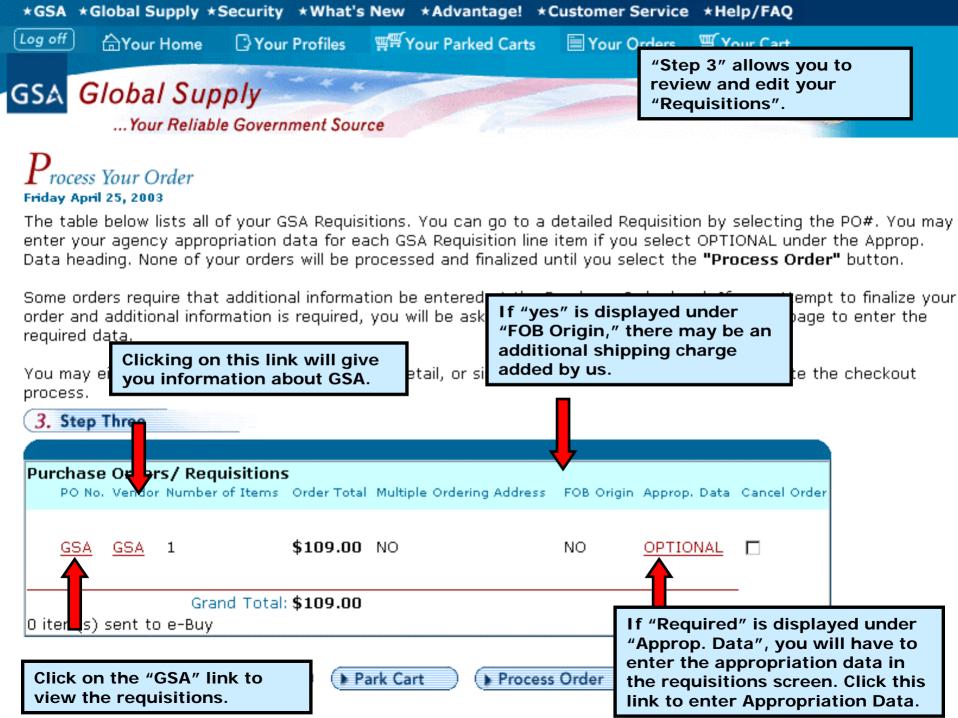
If you are unsure which codes to enter, please contact your servicing Budget/Financial Management Office for assistance.

Fund code:



If you are a DOD customer you will see an edit box to enter your fund code for the order.
This is a two digit code that tells us that funds are available.





Log off

AYour Home

Your Profiles

∰∰ Your Parked Carts

Your Orders

∰ Your Cart

contains litems/\$164.40



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Carefully review all information on the "Requisitions".

GSA Order/Requisition

Friday April 18, 2003

Shipping address(es):

Address 1: GSA/FSS Bogus St.

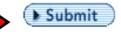
Arlington, VA 22202 US

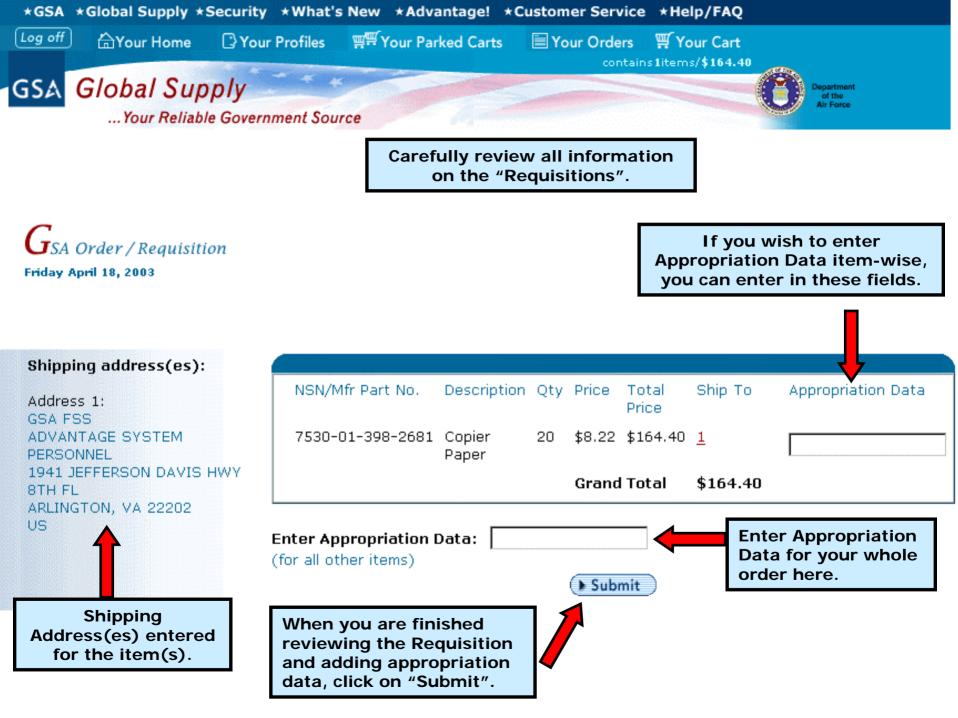
> Shipping Address(es) entered for the item(s).

NSN/Mfr Part No. Description Qty Price Total Ship To Appropriation Data

7530-01-398-2682 Copier 20 \$8.22 \$164.40 1 -Not Applicable
Grand Total \$164.40

After reviewing GSA Order/Requisition information, click on "Submit".



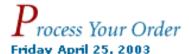




GSA Global Supply

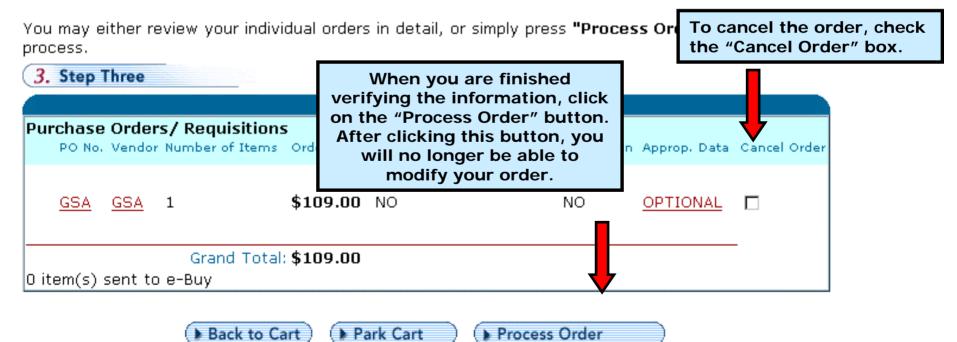
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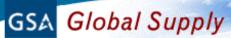


The table below lists all of your GSA Requisitions. You can go to a detailed Requisition by selecting the PO#. You may enter your agency appropriation data for each GSA Requisition line item if you select OPTIONAL under the Approp. Data heading. None of your orders will be processed and finalized until you select the "Process Order" button.

Some orders require that additional information be entered at the Purchase Order level. If you attempt to finalize your order and additional information is required, you will be asked to go to the Purchase Order detail page to enter the required data.







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When your order has been processed, an "Order Confirmation" will be displayed. Please print this page for future reference.

Order Confirmation
Friday April 18, 2003

GSA Global Supply Session No.:

350262

Ordering Officer:

John Doe

Date:

04/18/03 09:36:23 AM

Phone No.:

703-555-5555

Shipping Addresses:

Address1:

GSA/FSS Bogus St.

Arlington, VA 22202 US Below is a summary of your purchases on **GSA Global Supply**. E-Mail confirmation for processed items will be sent to your Membership E-mail address. We also encourage you to print this page for future reference.

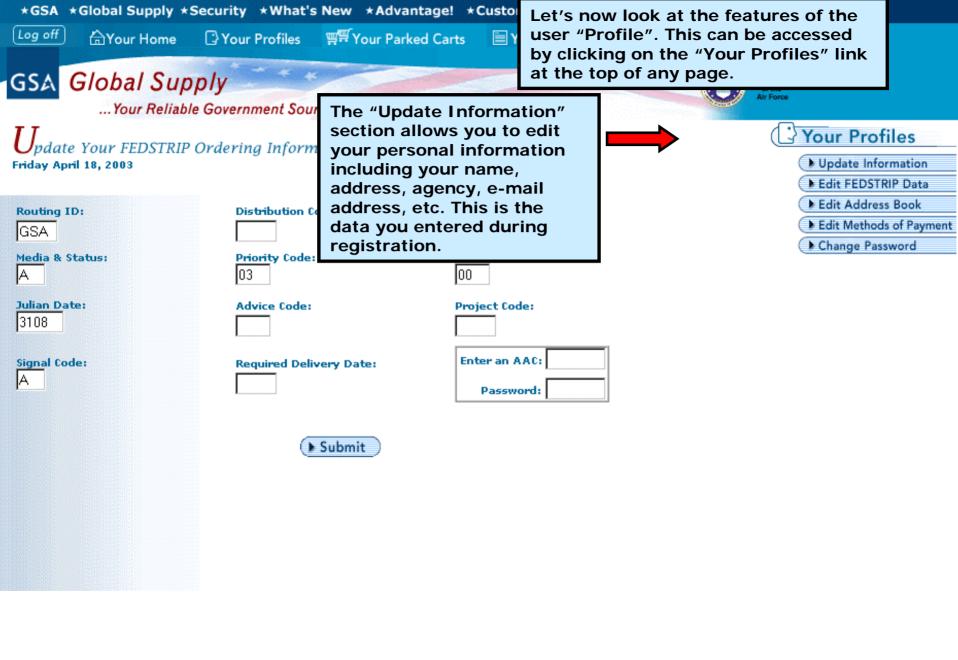
GSA Global Supply Orders: The following item(s) have been successfully received by GSA and are scheduled to be delivered in the timeframes shown. To obtain status on an item, go to "Your Orders" on the **GSA Global Supply** Main Menu, or contact the National Customer Service Center at **1-800-488-3111**.

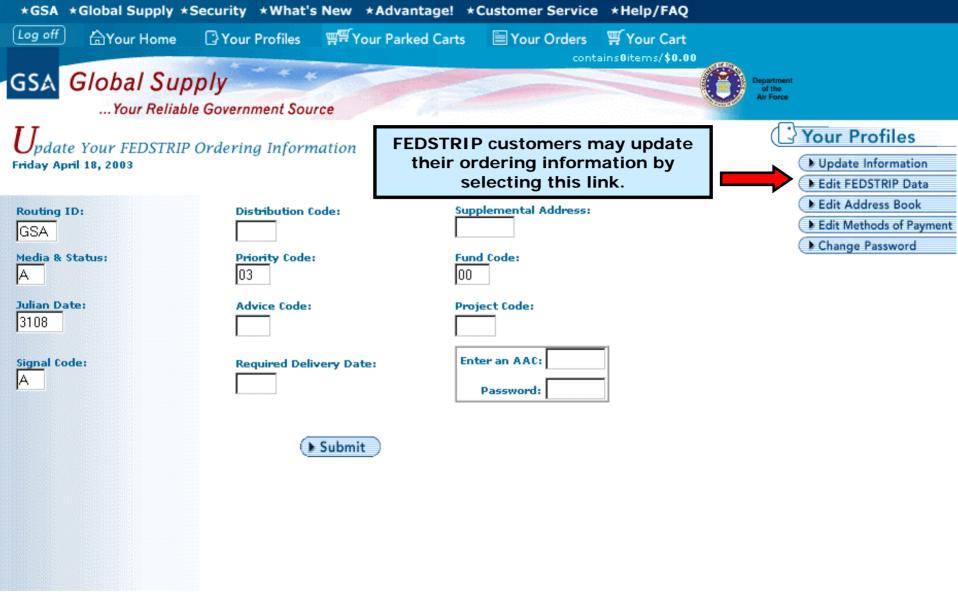


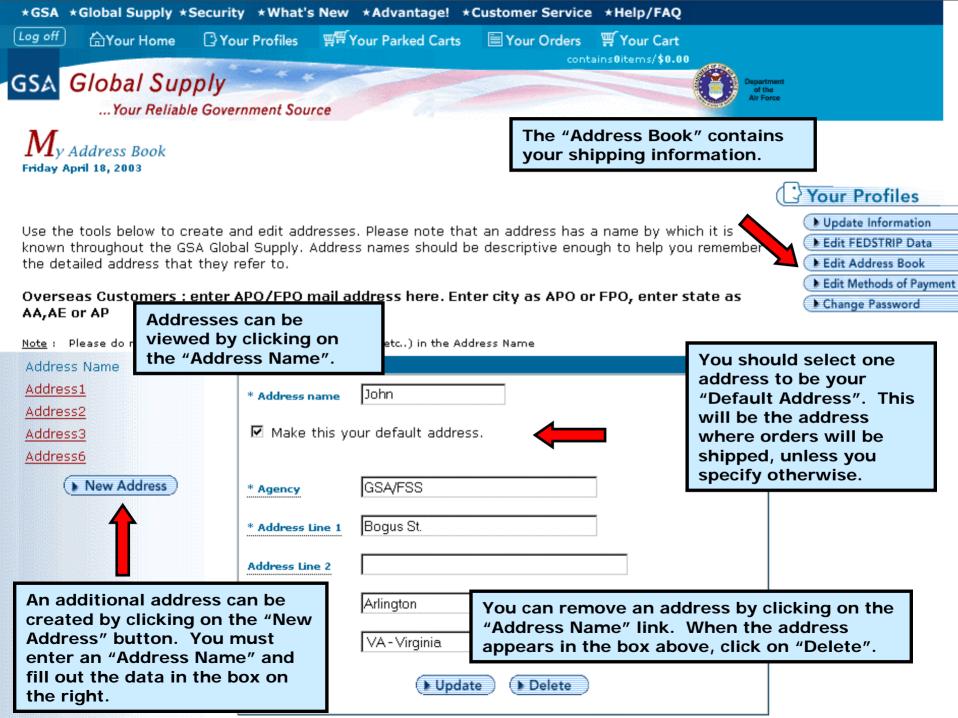
▶ Continue Shopping

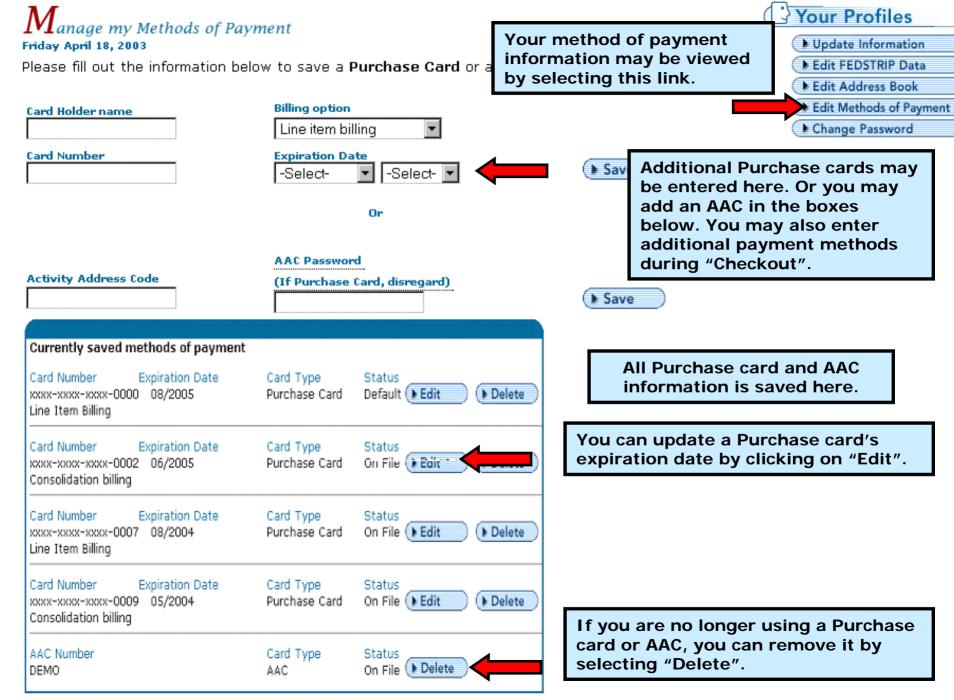
You have now successfully checked out and your order is complete!!

Log off











Log off AYour Home

Your Profiles

₩₩ Your Parked Carts

Your Orders Your Cart



GSA Global Supply

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Order History, Status, Cancellation, and Re-ordering
Monday April 21, 2003

The "Your Orders" page displays a query page where you choose to look at all orders or look for a specific order.

* View all your Orders <i>Gol</i>
* View a Specific Order: Go!
(Enter a Purchase Order #, Requisition #, or a Session #)
* View Your Orders by Date range: Apr ▼ 21 ▼ 2003 ▼ thru Apr ▼ 21 ▼ 2003 ▼ Go!

Do you need to Reconcile a credit card statement?



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der History - Summary Monday April 28, 2003

The following table summarizes your online orders. Select the "Session N order.

contains0items/\$0.00		
	(Department of the Air Force

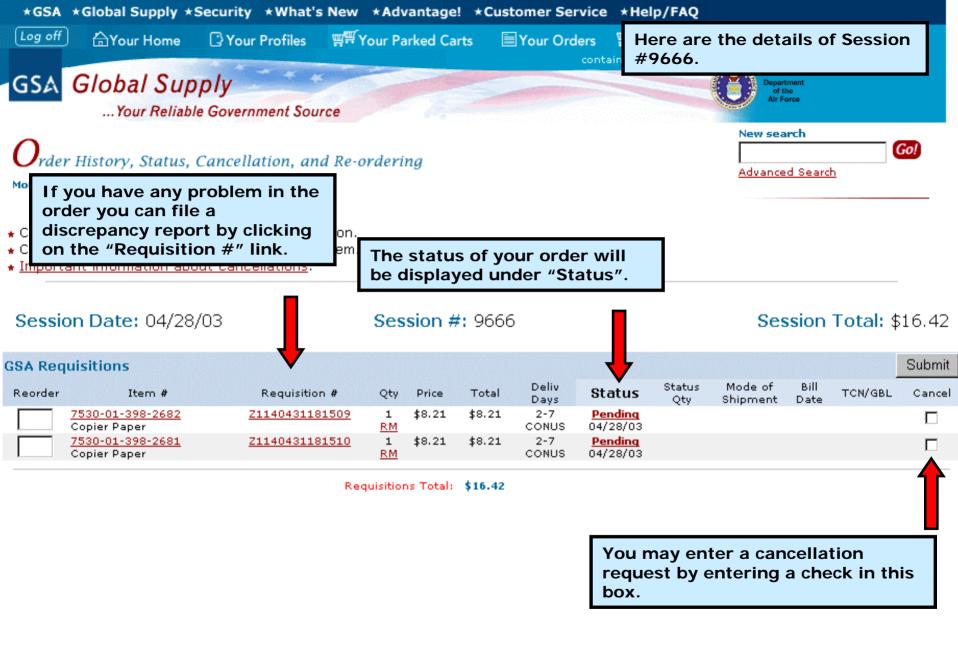
New search

Go!

The "Your Orders" page displays the complete history of all your orders created in **GSA Global Supply orders.**

Session Number	Order Date	Order Total
9666	04/28/2003	\$16.42
<u>7556</u>	04/10/2002	\$371.00
<u>7555</u>	04/10/2002	\$371.00
<u>7554</u>	04/10/2002	\$526.95
<u>7553</u>	04/10/2002	\$592.20

Click on the "Session Number" link to check the status or view details of a specific order.



$M_{\it anage My Parked Carts}$

To view items in the cart, click on "View Parked Cart".

marrae ons. New your parked carts, a<mark>d</mark>d a cart to your current Shopping Cart, or update a cart name/password.

